

The Career Zone is proud to present the following course:

Section 508

June 18, 2002

10:00 AM-12:00 NOON

Union Center Plaza, Room 34D1

Section 508 is a new federal law effective on June 21, 2001, which requires all Federal agencies to give disabled employees and members of the public access to Federal websites, Internets, and Intranets that equal the access given to others. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Valuable Section 508 information will be presented and a live demo of Section 508 compliant and non-compliant software. This course led by Christine Williams.

To register for these or other Career Zone courses, go to:
http://fsanet/career_zone/ and click on "Course Catalog."

If you have any questions or concerns, send an email to CareerZone@ed.gov.

Sample Training Announcement

Publication Date: April 10, 2002

DCL ID: ANN 02-03

This letter announces a two-day workshop on Tools for Ensuring Program Integrity.

April 2002

ANN-02-03

SUMMARY: This letter announces a two-day workshop on Tools for Ensuring Program Integrity.

Dear Partner:

FSA University is pleased to announce *Tools for Ensuring Program Integrity*, a two-day workshop that will be offered in 75 locations nationwide between May 29 and July 31, 2002. This important training program is recommended for all financial aid administrators (FAAs) who have direct responsibility for awarding and disbursing aid to students.

What will the workshop cover?

The first day of this training focuses on a variety of topics that are critical in ensuring that student aid is awarded correctly. In addition to identifying the various electronic tools available to assist you, we will cover areas such as resolving troublesome CPS eligibility edits, using the NSLDS Transfer Monitoring process, reviewing your verification policy, and using Quality Assurance tools to enhance your verification process. We will navigate the Schools' Portal website, and introduce you to the FSA Assessment website, which helps you assess the effectiveness of your school policies and procedures. For more experienced FAAs, this part of the training will be something of a refresher course, but all the topics covered are essential to the continuing good management of student aid processes.

Day Two will introduce you to the Common Origination and Disbursement (COD) system. The COD system will be operational in May, 2002 and will be used by all schools for the 2002-2003 award year. This new system of reporting awards and receiving funds offers simplicity of reporting, increased efficiency of managing the funds, and increased access to your institution's data. You will learn how COD will impact the work that you and your business office do on a daily basis. We will be discussing the administrative and funding options you have with the COD system and what you need to be thinking about in order to fully implement the system at your school. You will also learn about the changes to the Pell Overpayment Project (POP) and new student and school identifiers

When, where, and how long are the workshops?

The *Tools for Ensuring Program Integrity* workshops will begin May 29 and continue through July 31, 2002. Twenty-five workshops will be held in the Regional Training Facilities, and 50 are being arranged at schools.

Each day's workshop begins at 9:00 a.m. and ends near 4:30 p.m., with appropriate breaks and a one-hour lunch break.

How do I register for the workshops?

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Each workshop is limited to 50 people per workshop so registration is first-come, first-served. If you register and then are unable to attend, please cancel so that someone else may take your place. If FSA University changes or cancels a workshop, we'll notify you by e-mail.

To register, go to <http://www.ed.gov/offices/OSFAP/sfau> We're very pleased to announce that we have a new registration system to better serve your needs--we will be asking you to create an ID and password that you'll always use to logon to the system, and we will also request your OPE ID number. After we collect this information, we'll retain the data and will not require it each time you register for a course. The new system also allows you to search the course offerings, and it will retain your personal registration and transcript information.

If you need help with the registration process, call (202) 377-3941 or e-mail

<mailto:SFAInternetregistration@ed.gov>. The training is free, but you must arrange and pay for your own transportation, meals and lodging.

Thank you for your interest in Federal Student Aid and in FSA University training. We look forward to your participation in our workshops and hope you will find them useful.

Sincerely,

Anne Teresa
Director, FSA University

Sample Training Announcement

PublicationDate: April 2002

DCL ID: ANN-02-02

This letter announces 2002-03 EDEExpress training

April 2002

ANN-02-02

SUMMARY: This letter announces 2002-03 EDEExpress training.

Dear Partner:

FSA University is pleased to announce EDEExpress training for 2002-03. To facilitate travel, we are offering three one-day sessions on consecutive days within a single week.

EDEExpress is free, FSA-developed software that allows you to process Title IV data electronically. The three sessions offered for 2002-03 cover the following topics:

- Application Processing and QA Tools
- Pell Grants
- Direct Loan Basics.

How are the workshops presented?

All the workshops will be held in computer labs with a strong emphasis on hands-on, case study exercises. Instructors will facilitate activities that encourage experience-based learning, while traditional lecture is kept to a minimum.

What's covered, and who will benefit from this training?

Application Processing and Quality Analysis (one-day workshop)

Audience (Application Processing)

- Financial aid professionals with day-to-day responsibility for electronic application processing
- Need some previous experience with EDEExpress software

Workshop content:

- Application Processing portion is five hours of the one-day session
- Covers EDEExpress Global and Application Processing updates for 2002-2003
- Uses a live database to retrieve ISIRs; process, correct, and transmit ISIR data; and manage electronic financial aid data

Audience: (QA Tools)

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- Financial aid directors or staff who work with Pell Grants and Verification processing, or who set verification policy
- Not for those new to financial aid

Content (QA Tools)

- Quality Analysis (verification) portion follows Application Processing
- Instruction on a new tool that allows your school to evaluate the effectiveness of verification-CPS edits.
- Learn to construct reports using custom formats, selected fields, and queries to extract specific information about your aid applicants.

Pell Grants

Audience:

- Intermediate hands-on users with some experience with the EDEExpress Pell module
- Need at least a basic knowledge of EDEExpress and Pell.

Content:

- Enhancements to the 2002-03 Pell module of EDEExpress version 8.1
- COD as it relates to EDEExpress users
- New verification codes, locating on-line resources, cross-module functionality, and data tracking and error resolution
- How to use EDEExpress queries and reports to maximize data analysis
- Tips to streamline processing and expand your knowledge of the software.

Direct Loan Basic

Audience:

- Users who may need a refresher in using EDEExpress Direct Loan software
- Those who are new to the Direct Loan program

Content:

- One-day session gives participants a basic understanding of the Direct Loan process
- Uses a live database to create and originate loan records; print and manifest MPNs; create disbursement records; make changes to Direct Loan records; and import and export records.
- Instruction on the use of Direct Loan Tools to aid in reconciliation

When, where, and how long are the workshops?

EDEExpress workshops will run from late May through July, with a possibility of added dates later this fall. Most of the workshops will be held in the Regional Training Facilities (RTFs) in the Department of Education's ten regional cities. For a complete list of regional training dates, check the [FSA University training website](#).

Each day's workshop begins at 8:30 a.m. and ends near 4:00 p.m., with appropriate breaks and a one-hour lunch break.

Sample Training Announcement

How do I register for the workshops?

Because these are computer labs, the size of each class is limited to forty people per workshop. Registration is on a first-come, first-served basis, and advance registration is absolutely necessary. If you register and then are unable to attend, please cancel so someone else may take your place. If FSA University changes or cancels a workshop, we'll notify you by e-mail.

You will need to register separately for each one-day workshop that you wish to attend: (1) Application Processing and QA Tools, (2) Pell, and (3) Direct Loan Basic. To register, go to <http://www.ed.gov/offices/OSFAP/sfau> Please check out our new registration system—we'll be asking you to create an ID and password to login, and will also request your OPE ID number. After we collect your information for the first visit, we'll be able to provide more efficient registration and confirmation services each time you visit our site.

If you need help with the registration process, call (202) 377-3941 or e-mail <mailto:SFAInternetregistration@ed.gov>. The training is free, but you must arrange and pay for your own transportation, meals and lodging.

Thank you for your interest in Federal Student Aid and in FSA University training. We look forward to your participation in our workshops and hope you will find them useful.

Sincerely,

Anne Teresa
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